



4040 Guard St, Bldg 600 Boise ID 83705-5005 P: 208 422 5121 E Mail: dcollier@imd.idaho.gov

MEETING MINUTES

July 26, 2007

A meeting of the Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Boise, Idaho. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. A full quorum was not present when the meeting began.

Members Present:

- Chair, R. Mark Lockwood, Idaho Chiefs of Police Association
- Vice Chair, Bruce Allcott, Idaho Fire Chiefs Association
- Michael Candelaria, United States Dept. of Interior
- Jerry Russell, Idaho State Police
- Greg Laragan, Idaho Transportation Department
- Shawn Larsen, Association of Idaho Cities
- Dia Gainor, Idaho Dept. of Health & Welfare
- Stan Passey, Idaho State Police
- Jon Heggen, Idaho Dept. of Fish and Game
- Jerry Goetz, Federal Law Enforcement
- Dean Hagerman, Idaho National Guard

Staff:

- Dodie Collier, Project Manager, SIEC
- Judy Nuxoll, SIEC Assistant

Others Present:

- Matt Howrath, Motorola
- Eddie Goldsmith, Project Manager for 911 Commission
- Russ Bundy, Ada County Sheriffs Office
- Shane Gehring, Nampa Police Department
- Mark Westdelsdorf, Caldwell Fire Department
- Nicola Jansen, Ada County Sheriffs Office
- Michael Key, Idaho State Police
- Lex Rutter, Public Safety Communications with the Military Division
- Les Shaddock, retired
- Greg Newberry, White Cloud Communications
- Jennifer Hill, Office of Performance Evaluation
- Jeff Shinn, Office of Performance Evaluation
- Bruce Bowler, Madison County Sheriffs Office
- Kit Eldredge, MA/Com Communications

Review & Approve Minutes—Chair Lockwood

Lockwood called the meeting to order; lacking a quorum to approve the minutes, he moved on to the first agenda item.

Interoperable Communications₁ Statewide Overview – Lex

Rutter, State of Idaho, Microwave Services Public Safety Communications Manager

Rutter reported on microwave circuit capacity by region. North Idaho's lines are 100% in use at this time. Eastern Idaho has 11% capacity remaining.

Since factory support services for equipment is charged at a rate of \$2500 for the first hour and \$1000 after that, the State of Idaho needs to purchase a maintenance contract. Public Safety Communications staff is very well versed in the current equipment, but expanding, upgrading and re-configuration expenses would be covered by the maintenance contract.

Microwave is the only reliable system at this time since fiber installation across the state is limited because of the inability to dig, and mountaintop work is limited to a 3-4 month window. Lockwood pointed out that the most valuable commodity in the communications system is the ground where microwave towers are installed. Rutter estimates that installation of necessary equipment to have the state up and running will be in place by October of 2008. Replacing radios for the North path, additional equipment, installation and some site upgrades should completely exhaust the \$1.3 Million allocated by the 2007 Idaho Legislature. Fire damage is a constant threat to communications equipment and sites around the state. Recent damage at the East Butte site left equipment running on emergency power.

Future needs include a similar project to the East, new licenses, and providing additional redundancy to cover single point of failure issues by joining various microwave, fiber optic, and copper circuit paths.

A Request for Proposal (RFP01969) to assess operational and equipment needs was released July 2007 with responses due back on August 20, 2007. Rutter believes the RFP will give an accurate picture of the current state of communications as well as a look at the needs and desires of the public safety community.

Discussion continued regarding technical issues, equipment needs and funding. Allcott pointed out that the RFP and Scope of Work will give more information on needs but won't designate who will pay for each item and that the SIEC is ultimately responsible for how dollars are spent.

Gainor arrived constituting a quorum and Lockwood called for a motion to accept the May meeting minutes.

- **Motion: Candelaria made a motion to correct spelling of a name on page 4, paragraph 4 of the May 24, 2007 minutes to read "Hukill", addition of formal approval of Blaine, Kootenai and Clark emergency communications county plans, and to approve the minutes of the Statewide Interoperability Executive Council meeting, seconded by Allcott. The motion passed by a unanimous vote.**

SIEC Technical Subcommittee Update Plan Approvals, SIEC RFP, I-C-A-WIN V2 – Bruce Allcott, Chair

Allcott listed the emergency communications county plans that have been approved in May, June and July, those being: Clark, Jefferson, Bonner, Teton, Shoshone and Clearwater counties. Caribou, Latah and Boundary counties will be approved upon receipt of requested information.

Allcott gave an update on the RFP01969 pre- 2bid conference stating there were

approximately 10 interested vendors onsite and 15 called in on the phone bridge. Fielding questions gave the impression that some well-qualified applicants were among the group. The Council is confident that the August 20, 2007 due date for the RFP is feasible. Bonnie Sletten from the Idaho Division of Purchasing and her group will critique the RFP responses for completion of mandatory requirements. The RFP responses will then be reviewed by a 5 member review team. Applications will be evaluated on the basis of technical ability and financial aspects. Recommendation of a vendor may be known by the September, 27, 2007 SIEC meeting.

Discussion ensued regarding the I-C-A-WIN revision document and that in the current layout the language is not easily interpreted by the layperson. Allcott pointed out that the resolution has not changed but additional explanatory language has been added to clarify the document. Greg Laragan suggested moving page 18 to precede page 16 & 17.

- **Motion: Hagerman moved and Gainer seconded that page 18 of the I-C-A-WIN document be moved to precede pages 16 & 17 for easier interpretation by those outside the SIEC membership. With this amendment the revised I-C-A-WIN was approved. The motion passed by a unanimous vote.**

SIEC Policy Subcommittee Update JAG Document Review – Mark Lockwood, Chair

Lockwood's update on the Idaho Division of the Military's JAG review of the bylaws determined that statutorily, the bylaws were ineffective within 6 months of implementation and that we need to sit down with the JAG in September to go over the bylaws line by line to make needed revisions. Lockwood stated that the funding issue is more pressing at this time, and introduced Mayor Shawn Larson.

SIEC Funding Subcommittee Update Public Safety Interoperable Communications Program (PSIC) Release – Shawn Larsen, Chair

Larsen briefed the Council on the Public Safety Interoperable Communications Grant Program. The guidelines were released to the Idaho Administering Agency (the Idaho Bureau of Homeland Security - BHS) July 19, 2007. Information on the guidelines can be found at <http://www.ntia.doc.gov/psic/>. Application deadline is August 22, 2007. The SIEC, the BHS and the Military are jointly developing the application for submittal.

Larsen also discussed the next round of congressional appropriations. The SIEC Funding Subcommittee will research and develop this potential opportunity.

SIEC Outreach Subcommittee Update Capital for a Day – Greg Laragan, Chair

Laragan stated that previously, the focus of the Outreach Committee has been "how" to reach our audience but now the message will switch to "what", whether for the Legislature or all the other groups. The Outreach Subcommittee will look to the other SIEC Subcommittees, the Policy, Funding and Technical to determine what each subcommittee wants to convey in an effort to get their message to each audience.

Statutory requirements for the SIEC contained in # 9 and #10 of the Idaho Statutes <http://www3.state.id.us/cgi-bin/newidst?sctid=460120004.K> will be

addressed by the Outreach Subcommittee to verify that we are in compliance. It states that SIEC is to (9) “Provide recommendations to the governor and the legislature of the State of Idaho, when appropriate, concerning issues related to local and private statewide public safety wireless radio interoperable communications in Idaho and in accordance with homeland security presidential directives;

(10) Report annually to the legislature of the state of Idaho on the planned expenditures for the next fiscal year, the collected revenues and moneys disbursed from the Idaho statewide interoperability communications fund and programs or projects in progress, completed or anticipated”.

Collier asked that the subcommittees come together to address the statutory requirements prior to the legislative session. Allcott suggested adding that meeting as an agenda item for the August meeting, Lockwood said we should have a package ready for Laragan to present to the Legislature by September. Gainor suggested that specialists be present at the August SIEC meeting. Laragan suggested that Stephanie Dowling, Public Affairs Officer with Col. Shawver's Special Staff, facilitate that meeting.

Other Business SIEC Calendar/Operations Update – Dodie Collier

The beginning of June, the Association of Idaho Cities was in Coeur d’Alene where SIEC partnered with the Military Division and Homeland Security to do interoperable communications demonstration similar to one performed at Gowen Field in May. First responders from the Northern counties were included in the exercise, which demonstrated the effectiveness of the system.

Open Comment Period

Jennifer Hill stated that the Office for Performance Evaluations (OPE) has been commissioned to do a study on interoperability in Idaho, and will be examining the SIEC, the E911 Commission, the Information Technology Resource Management Council (ITRMC) and the newly formed Public Safety Communications Governance Council. She mentioned the OPE’s study may be able to help present SIEC’s 700MHz efforts to the legislature. She asked if the RFP will give a dollar figure for implementation of the total system, Lockwood responded that in 2005 a rough estimate was \$300 Million, but added, since that time many interoperable communications federal dollars have been invested by the counties, thus a reassessment is necessary and will be part of the results from the RFP.

Planning for next meeting August 23, 2007

Collier announced that SIEC’s operations are now located in Building 600 at Gowen Field, her e-mail address is now dcollier@imd.idaho.gov and the office phone number is (208) 422-5121. Lockwood commended all members for their work and dedication.

Motion: Larsen made a motion to adjourn, seconded by Laragan. The motion passed by a unanimous vote.

The Technical and Funding Subcommittees met separately following the general council meeting.